

MEETING MINUTES – Architecture Oversight Committee (AOC)

Date of Meeting: February 28, 2007

Time and Location: 10:00 a.m. – 12:00 p.m. State Data Center; 4430 Broad River Road;
Conference Room 105

Minutes Prepared By: Pam Humphries

1. Attendance at Meeting

Dr. Jim Bryant (CIO)
Bob Arndt (DHEC)
Jeff Baumann (Forestry Commission)
Randy Byars (Division of Insurance & Grants)
Rod Davis (DHHS)
Steve Flowers (State Accident Fund)
Pat O'Cain (Division of the State CIO), *Chairman*
Sam Jones (OED)
David O'Berry (PPP)
Patricia Stephens (DSS)
Jim Scurry (DNR)
Shannon Smith (Alternate SDE)

2. Meeting Agenda

1. Welcome and Review Minutes
2. UETA Standard
3. SCEIS Deployment and Technical Infrastructure
4. IT Salary Assessment Project
5. Microcomputer Life Cycle Management

3. Meeting Notes, Decisions, Issues

- a. Minutes were **adopted** as presented.
- b. Presentation by David O'Berry, PPP, on the Uniform Electronic Transactions Act (UETA). He stated that the standards document has been finalized. After a motion and a second the AOC **adopted** the standards document. The Implementation Guide remains to be completed.
- c. Presentation by Chuck Fallaw, SCEIS . Mr. Fallaw stated that in mid-March the project would move into the Implementation phase. Implementation will involve data cleansing, data conversion, cutover plan, rollback plan, and help desk services. Dean Morgan, Data Center Liasion, spoke regarding implemenation with Citrix. Three important concerns are security, performance, and stability. Citrix will present the SAP client to users through Microsoft Internet Security and Acceleration (ISA) Gateway Server for access security. CIO is hiring four Project Managers that will be specifically assigned to agencies. The Imaging vendor should be announced early next week. Richard Wicker, SCEIS Deployment Lead stated that the deployment team is currently meeting with agencies to keep them aware.
- d. Dr. Jim Bryant, CIO, talked to the group about PC lifecycles. A contract is in place and work is being done to determine our strategy. Need to make a decision as to whether the Agency Director or the IT Director will be responsible for ensuring that the PC's have been sanitized before being sent to Surplus. Surplus will then require a signature that this step has been done. Also looking into knowledge management standards as well.
- e. Patricia Stephens updated the AOC on the IT Salary Assessment. The Project Team was made of up of the following: CIO: Jim Bryant, Barbara Teusink, Beverly Cummings, Nan Bass, and Doug Drenning; OHR: Chris Byrd; DSS: Patricia Stephens; DOR: Mike Garon; LLR: Jerry Brown; and from the College of Charleston: Dr. Bob Cape. Patricia's presentation covered an IT employee turnover rate comparison and offered methods for retaining current IT staff. This assessment provided recommendations for new classifications and updates to existing classifications. It included an IT salary survey to determine if SC classifications are competitive with SE states. A copy of Patricia's presentation will be sent out to each AOC member.

4. Action Items

Action	Assigned to	Due Date
a.		
<i>Status</i>		
b.		
<i>Status</i>		
c.		
<i>Status</i>		

5. Next Meeting

Date:	Wed., March 28, 2007	Time:	10:00 a.m.	Location:	BRR-Rm 105
Agenda:					